

Janice K. Brewer
Governor

Bryan Martyn
Executive Director



Board Members

Walter D. Armer, Jr., Vail, *Chair*
Kay Daggett, Sierra Vista
Alan Everett, Sedona
Larry Landry, Phoenix
William C. Scalzo, Phoenix
Tracey Westerhausen, Phoenix
Vanessa Hickman, State Land Commissioner

NOTICE OF PUBLIC MEETING
of
THE OFF-HIGHWAY VEHICLE ADVISORY GROUP (OHVAG)
of
THE ARIZONA STATE PARKS BOARD

Notice is hereby given to members of the Off-Highway Vehicle Advisory Group (OHVAG) and the general public that the Group will hold a meeting open to the public on **Friday, June 21, 2013 beginning at 10:00 a.m. at the Riordan Mansion State Historic Park Veranda, 409 West Riordan Road, Flagstaff, AZ 86001.** Visitors may use the facility parking lot and ask park staff for directions to the Veranda. **Attendance at this meeting is available via teleconference by calling 1.877.820.7831 and entering the participant passcode 522515.**

The Group may elect to hold an Executive Session for any agenda item at any time during the meeting to discuss or consult with its legal counsel for legal advice on matters listed on this agenda pursuant to A.R.S. § 38-431.03 (A) (3). Items on the agenda may be discussed out of order, unless they have been specifically noted to be set for a time certain. Public comment will be taken.

The Group will discuss and may take action on the following matters:

AGENDA

A. CALL TO ORDER

B. INTRODUCTION OF MEMBERS AND STAFF

C. ACTION ITEMS

1. Approve Minutes from the April 26, 2013 OHVAG meeting.
2. Consider increasing the Grant Award for the Coconino Trail Riders OHV Project.
3. OHVAG will consider developing a motorized trails designation similar to the non-motorized Arizona State Trails designation. A motion may develop for the creation of a special committee to work on this project.
4. Developing trail difficulty ratings on public lands. OHVAG shall discuss the need and rationale for such work. A motion may develop for the creation of a special committee to work on this project.

5. OHVAG will discuss providing agencies and groups interested in applying for grants examples of successful projects and grant packages. OHVAG shall discuss existing projects and submittals from which to draw examples from. A motion may develop for the creation of a special committee to address this project.

D. REPORTS – Group and staff reports may be written or verbal.

1. Parks Board Actions on OHVAG Items – Stoneman Lake Grant reallocation approved at May 2013 meeting per OHVAG recommendation.

2. OHV Program Report – Staff will verbally report on activities and accomplishments from April 2014 to present. Marketing Plan outline will be presented. OHVAG recruitment efforts will be discussed.

E. CALL TO THE PUBLIC

Those wishing to address the Group must register at the door and be recognized by the Chair. Presentation time may be limited to three minutes at the discretion of the Chair. The Chair may limit presentations to one person per organization. The Group may direct staff to study or reschedule any matter for a future meeting.

F. CALL FOR FUTURE AGENDA ITEMS – Group members may wish to discuss issues of interest to Arizona State Parks and request staff to place specific items on future OHVAG meeting agendas.

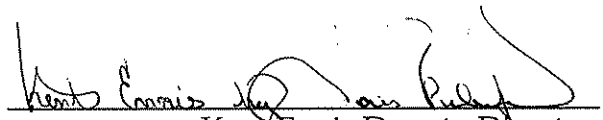
G. TIME AND PLACE OF 2013 OHVAG MEETINGS

August 16, 2013 – 10am, location to be determined
Phoenix or Hualapi Mountains recommended

H. ADJOURNMENT

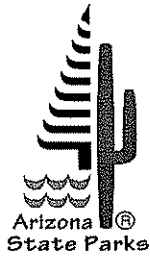
A copy of the agenda background material provided to the Commission is available for public inspection at Arizona State Parks, Partnerships Division, 1300 W. Washington, Phoenix, Arizona. Additional information may be obtained by contacting Doris Pulsifer at 602-542-7127.

Pursuant to Title II of the Americans with Disabilities Act (ADA), Arizona State Parks does not discriminate on the basis of a disability regarding admission to public meetings. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the acting ADA Coordinator, Nicole Armstrong-Best (602) 542-7152; or TTY (602) 542-4174. Requests should be made as early as possible to allow time to arrange the accommodation.


Kent Ennis Deputy Director
Arizona State Parks

Posted: June 17, 2013

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OFF-HIGHWAY VEHICLE ADVISORY GROUP

Action Report Agenda Item #: C-2

Title: Consider Increasing the Grant Award for the Coconino Trail Riders OHV Project #551304
Staff Lead: Jeff Prince, Statewide OHV Program Coordinator
Date: June 21, 2013

Recommended Motion:

I move to increase the grant award from the Off-Highway Vehicle Recreation Fund for the Coconino Trail Riders – Kelly Canyon Trails Project #551304 by \$2,622, and request that staff forward this recommendation to the Parks Board for final action.

Status to Date:

On February 22, 2013 OHVAG reviewed Statewide OHV Program grant project applications. The Coconino Trail Riders (a non-profit organization) (CTR) applied for a grant to purchase trail building and personal protective equipment to assist the Coconino National Forest in the development of the Kelly Motorized Trails system. OHVAG approved \$12,585 for a portion of the requested tools and Jeff Prince has established a tool trailer that contains the balance of the requested tools. This trailer and tools belong to State Parks and will be available any group doing motorized trail projects.

Staff used the wrong figures in computing the recommended award amount for the CTR grant. The tool list included some power tools (chain saws) along with the hand tools. Staff intended to fund the power tools, but used the total requested for the hand tools in the grant calculation. Attachment C2a – Tools Estimate shows the requested items and costs. The total requested was \$8,234.12. The amount awarded (value of the hand tools) was \$3,805. The amount that should have been awarded (value of power tools) is \$4,426. Staff recommends increasing the grant amount by \$622 to cover the full cost of the power tools.

Another unforeseen cost that CTR has had to bare is the cost for liability insurance pursuant to the grant agreement requirements. This is a required cost in state contracts to protect the State. State Parks has always intended to assist our non-governmental partners with this cost and has included it as eligible for reimbursement in the OHV Ambassador Program grants that have been issued. Future organizations that apply for Statewide OHV Program project grants will be advised to include these costs in their application.

Attachment C2b – Grant Increase Request is the written request from CTR for the increase and receipt for the first year insurance cost is Attachment C2c – Receipt for Insurance. The CTR grant is for two years and they have provided the required insurance for the first year at a cost of \$916. The second year cost is expected to increase. Therefore, staff recommends increasing the grant amount by \$2,000 to cover reimbursement of these costs. The amendment to the agreement will include the language in the request letter specifying that the added funds will only be used to cover the cost of insurance.

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OFF-HIGHWAY VEHICLE ADVISORY GROUP

Action Report

Agenda Item #: C-2

Time Frame: The OHVAG recommendation will be presented to the Parks Board for final approval at their July, 2013 meeting. Staff will amend the grant agreement to include the approve increase.

Staff and Financial Resources: Grants staff is responsible for soliciting grant projects and administering the awarded grants.

Relation to Strategic Plan:

Partnerships Goal: To build lasting public and private partnerships to promote local economies, good neighbors, recreation, conservation, tourism and establish sustainable funding for the agency.

Relevant Past Board Actions:

On March 20, 2013 the Parks Board approved funding for the Coconino Trail Riders at \$12,585 from the OHV Recreation.

Attachments:

C2a – Tool Estimate

C2b – Grant Increase Request Letter from CTR

C2c – Receipt for Insurance

Modifications to Recommended Motion:

OHVAG Members	Aye	Nay	Absent	Abstain	Comments
Rebecca Antle	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Don French	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas McArthur	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Moore	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bill Nash	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pete Pfeifer	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Approve ☐

Deny ☐

Amend ☐

Amend as follows:

Committee Questions/Comments:

HOMCO ACE HARDWARE
1763 E BUTLER AVE
PO BOX W
FLAGSTAFF, AZ 86002-1497
PHONE: (928) 779-6111

PAGE NO 1

CUST NO: *1 JOB NO: 000 PURCHASE ORDER: REFERENCE: COCONINO TRAIL RIDES TERMS: CASH/CHECK/BANKCARD CLERK: LEWISP DATE/TIME: 1/15/13 8:05

SOLD TO: **** CASH ****

SHIP TO: KEITH GREENWALT
 KKGREENWALT@MSN.COM

EXP. DATE: 2/14/13

TERMINAL: 598

SALESPERSON: 01 HOUSE
 TAX: CST CITY & STATE TAX

928-853-7093

ESTIMATE: 289521/1

LINE	SHIPPED	ORDERED	UM	SKU	DESCRIPTION	LOCATION	UNITS	PRICE/ PER	EXTENSION
1		2	EA	33RSC384	33RSC3 84 GREEN LOOP 25"	ADD	2	36.00 /EA	72.00
2		1	EA	BAR25SN	25" GREEN BAR SN 3/8-.050	ADD	1	60.00 /EA	60.00
3	5600	2	EA	MS201T4A	MS 201T 14" 63PS350	ADD	2	609.00 /EA	1,218.00
4		2	EA	61PMMC350	61PMMC3 50 GREEN LOOP 14"	ADD	2	18.00 /EA	36.00
5		4	EA	STIHLCASE	CHAIN SAW CASE	ADD	4	27.00 /EA	108.00
6		2	EA	CHAP32-O	32" SEVEN LAYER APRON CHAPS ORG	ADD	2	99.00 /EA	198.00
7		2	EA	HELMETSYS	HELMET SYSTEM	ADD	2	61.00 /EA	122.00
8		2	EA	HOMESXLRG	HOMESCAPER GLOVES X-LARGE	ADD	2	20.50 /EA	41.00
9		2	EA	07815165005	GAL BAR & SAW CHAIN OIL	ADD	2	15.99 /EA	31.98
10		3	EA	07813138003	6pk 2.6oz HP ULTRA SYNTH OIL	ADD	3	12.99 /EA	38.97
11		2	EA	STIHL	MS46125PAS	ADD	2	1060.00 /EA	2,120.00
12		15	EA	7114333	PICK MATTOCK FG HNDL2.5#	1CN13	15	21.50 /EA	322.50
13		25	EA	73416	TOOL FIRE MCLEOD 4'HDL	ZZNEW	25	105.00 /EA	2,625.00
		6	EA	7114325	AXE PULSKI 3.75# W/FBHND	1CN12	6	33.00 /EA	198.00
		4	EA	70106	SLEDGE 2 FACE8#FIBERGLAS	1CS1	4	28.00 /EA	112.00
16		10	EA	7098247	SPADE GARDEN FIBER ACE	1CN7	10	22.00 /EA	220.00

4045.95
 380.32
 4426.27
 - 3805.00
 621.27

3477.50
 326.88
 3804.38

TAXABLE 7523.45
 NON-TAXABLE 0.00
 SUBTOTAL 7523.45 x

TAX AMOUNT 710.67

TOTAL x 8234.12



TOT WT: 152.50

X Received By 5

Coconino Trail Riders (CTR)
509 East Dohmen Drive
Flagstaff, Arizona 86001

June 11, 2013

Robert Baldwin

Arizona State Parks

1300 Washington

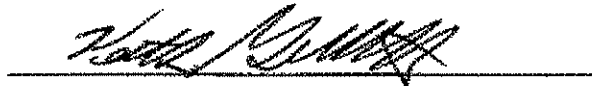
Phoenix, Arizona 85007

**RE: Project Sponsor Agreement for the Coconino Trail Riders project 551304 -
Kelly Canyon Trails Project - Reimbursement for Insurance**

Coconino Trail Riders respectfully requests State Parks to increase the amount of the Kelly Canyon Trails Project by \$2,000. At the time of application CTR was not aware of the insurance required by the state contract. We have been informed that this cost could have been included in the grant request.

Attached is a copy of the receipt for the insurance purchased (\$916) for the first year of this grant through May 31, 2014. The term of this grant is two years. We anticipate an increase in the cost of the insurance for next year. We understand that if the cost exceeds the requested amount, cost savings from other scope items can be used. If the cost does not equal the requested increase, the extra funds will not be expended on any other scope items.

Your consideration is appreciated.



Keith Greenwalt – Land Use Officer

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RECEIPT DATE 5-30-2013 ^{8:08} No. 285157

RECEIVED FROM Cocconino Trail Riders \$ 638

G.L. Phubridge DOLLARS

☐ FOR RENT
☐ FOR

ACCOUNT		<input type="radio"/> CASH	FROM <u>1172</u> TO <u>Mr.</u> BY <u>CJA</u>
PAYMENT	<u>638</u>	<input checked="" type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

RECEIPT DATE 5-31-2013 ^{8:06} No. 285159

RECEIVED FROM Cocconino Trail Riders \$ 278

PHDK 6027936 DOLLARS

Hired & Ann-Owner

☐ FOR RENT
☐ FOR

ACCOUNT		<input type="radio"/> CASH	FROM <u>1182</u> TO <u>Ann</u> BY <u>CJA</u>
PAYMENT	<u>278</u>	<input checked="" type="radio"/> CHECK	
BAL. DUE		<input type="radio"/> MONEY ORDER	
		<input type="radio"/> CREDIT CARD	

(7)